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P Graduate PROGRAM POLICIES & PROCEDURES

AGRICULTURAL ECONOMICS
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Department Of
Agricultural Economics
University Of Illinois
At Urbana-Champaign

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GRADUATE PROGRAM POLICIES AND PROCEDURES

Department of Agricultural Economics
(Including Rural Sociology)
University of Illinois

The purpose of this publication is to identify the current policies and procedures for the graduate program of the Department of Agricultural Economics. These policies and procedures are based on rules at the University, Graduate College, and Department levels as well as evolving customs and practices. Whether you are a current or prospective graduate student, familiarity with the contents of this publication will enhance the realization of the potentials of our graduate programs. Faculty and staff members of the Department seek to create an environment where scholarship and learning can thrive. You are encouraged to ask for their advice regarding any matter, either covered or omitted here, related to Departmental graduate programs.

Additional information is available in the following publications which may be requested from the Department office (304 Mumford Hall):

- a. *Graduate Study in Agricultural Economics and Rural Sociology* (Department publication).
- b. *Graduate Programs* (University publication).
- c. *A Handbook for Graduate Students* (Graduate College publication).
- d. *Financial Aid for Graduate Students* (Graduate College publication).
- e. *Code on Campus Affairs and Regulations Applying to All Students* (University publication).
- f. *Instructions for Preparation of Theses* (Graduate College publication).

I. Graduate Degrees and Areas of Study Offered

Agricultural Economics. Two graduate degree programs are offered in the Department: Master of Science in Agricultural Economics and Doctor of Philosophy in Agricultural Economics. Official designation

of the degree does not indicate any further specialization, but students may focus on a particular area through the selection of their course program and research topic. For the Ph.D. degree, further specialization is obtained through the selection of the two specialty areas in agricultural economics in which preliminary examinations will be written and the selection of a minor field, if desired.

Specialty areas for course planning, examinations, and research in the graduate program include:

1. Agricultural Finance
2. Agricultural and Food Policy
3. Farm Management and Production Economics
4. International Agricultural Economics
5. Marketing and Agricultural Prices
6. Natural Resource Economics
7. Quantitative and Research Methods
8. Rural Community Development

Agricultural economics students interested in rural sociology normally supplement their required programs with substantial study in sociology and related fields, to the extent of a minor.

Rural Sociology. Those interested primarily in rural sociology ordinarily enroll for a degree in the Department of Sociology rather than in Agricultural Economics. Applications for admission to graduate work in sociology submitted to the Department of Agricultural Economics will be forwarded to the Department of Sociology for review and action.

Sociology majors may undertake specialized course work and research in the subdiscipline of rural sociology in the Department of Agricultural Economics. In addition, the academic adviser will usually be one of the rural sociology staff in the Department of Agricultural Economics (who also has an appointment in the Department of Sociology). Thesis research will ordinarily be conducted under the supervision of

this adviser. Students interested in specializing in rural sociology may apply for a research assistantship in the Department of Agricultural Economics.

Minors. No official recognition is given to a minor at the Master's degree level of graduate study in agricultural economics. However, extensive opportunities exist for a Master's program in other fields to be strengthened by courses selected in agricultural economics and rural sociology.

For a Ph.D. student in another field to qualify for a minor in agricultural economics, two units* must be completed in agricultural economics and/or rural sociology, at least one being at the 400-level; and the written preliminary examination must be passed in the appropriate area of concentration. The minor must be planned under the guidance of a staff member appointed for this purpose by the Head of the Department of Agricultural Economics.

II. Program of Study for M.S. Degree

Major and Minor. The official major for all Master's degrees in this department is Agricultural Economics. Although this may be unofficially modified by specific areas of emphasis through the selection of courses and thesis topic, no official minor is required or recorded.

Courses and Units.* The M.S. degree program has a minimum of eight units, including six units of course work. At least four units must be at the 400-level, and two of these four must be in agricultural

*Credit for graduate students taking courses numbered 300 and above is counted in units. One unit is considered the equivalent of 4 semester hours of credit.

economics and can be for 499 (thesis) credit. Within these general requirements, the Master's degree program must include a minimum of:

1. Two units in economics, at least one of which is in economic theory. One of these could also fulfill requirement "2" below.
2. One unit in quantitative and research methods. This unit is to be selected from the courses listed in Appendix C.
3. Four units in agricultural economics, including thesis and at least two units of course work. One of these could also fulfill requirement "2" above.

Ordinarily, two units of credit are earned with the M.S. thesis, although there is no maximum limitation so long as the minimum of six units of course work is fulfilled. A sample program for the M.S. degree is given in Appendix A.

A mathematics refresher workshop is offered by the Department of Agricultural Economics during the first six weeks of each fall semester. This course is intended to help students with graduate classes in agricultural economics and economics. All new graduate students in the Department are strongly encouraged to take this class during their first fall semester in residence.

Transfer Credit. A student who has graduate courses completed elsewhere but who does not have a Master's degree may petition for transfer of credit using the official petition form. This form requires a recommendation from each of the following faculty members of the University of Illinois: the student's academic adviser, the staff member designated to examine the student in the course work in question, and the Head of the Department of Agricultural Economics. The petition must also be approved by the Dean of the Graduate College.

Thesis. Except in unusual circumstances (e.g., previous research experience evidenced by a graduate thesis, published work evaluated as comparable to an acceptable Master's thesis, or outstanding graduate scholastic performance), each candidate for the Master's degree is required to write a thesis. The Department Head, upon written recommendation of the student's advisory committee, determines whether the thesis is to be waived and the amount of additional course work that is to be taken in lieu of a thesis, and will inform the student and adviser with a copy for the student's file. Waiver of thesis does not ensure successful completion of the Master's degree and is not equivalent to a waiver of the degree.

Final M.S. Examination. If the Master's thesis is waived, the student's advisory committee will conduct a comprehensive examination covering the student's course program in order to determine qualification for the Master's degree. If the student writes a thesis, the advisory committee will conduct an oral examination of the student on the thesis and a general knowledge of agricultural economics before the thesis can be approved and submitted to the Graduate College. The merits of publishing the research will also be discussed in this examination. The thesis must be submitted to the examination committee at least one week prior to the scheduled oral examination date. Providing all committee members agree, a shorter reading period is permitted. One copy of the approved thesis must be deposited in 304 Mumford Hall one week before the thesis is due in the Graduate College office. The oral examination should be scheduled so as to permit the above sequence.

The chairman of the examining committee will submit a written report to the Department Head following the examination. This report will state the results of the examination as "pass" or "fail", and will include a recommendation about the student's potential for completing a Ph.D. degree as well as an evaluation of the student's academic strengths and weaknesses.

With regard to the format of the thesis, the Graduate College has the final responsibility for determining that requirements have been met. A leaflet detailing the Graduate College requirements is available in the Graduate College thesis office. The remainder of the format check is assigned to the Department and is completed by the student's major adviser (thesis supervisor). The departmental format check is carried out in accordance with Graduate College regulations. Other requirements regarding the thesis such as deposit deadlines are shown in other publications available from the Graduate College office. The Graduate College deadline for being included on the degree list for a given semester is available in 304 Mumford Hall.

Grade point Requirement. To qualify for an M.S. degree, the Department requires a grade point average of at least 4.00 (where A=5.0) for graduate work completed on this campus.

Time Limit. All requirements for a Master's degree must be completed within five years after first registration in the Graduate College.

Continuation for the Ph.D. Degree. At least three months prior to completing the Master's program, any student desiring to continue for the Ph.D. in this Department should file for admission to the Ph.D.

program by completing the form, "Application for Graduate Appointment", and submitting it to 304 Mumford Hall. The Department will evaluate the student's credentials and inform the student in writing of the decision regarding admission to the Ph.D. program and financial support during this study program, contingent upon a favorable recommendation from the examining committee after the final M.S. examination.

III. Program of Study for the Ph.D. Degree

Major and Minor. The official major for the Doctor of Philosophy degree taken in this Department is Agricultural Economics. One or more minor areas of coursework, i.e., a related group of courses in one or more departments, may be required. Although it is not officially recorded except on oral or final examination forms, the major adviser should be aware of a student's choice in this matter. The minor's content, and examination if required, must be approved by the department(s) or division(s) concerned.

Courses and Units.** The Ph.D. degree program has a required minimum of 24 units including:

1. Three units of economics courses, with at least one unit each of micro and macro theory at the 400-level. This requirement cannot be satisfied by Economics 400 or 401, or any course cross listed with Agricultural Economics or any course listed in Appendix C as an approved or non-approved quantitative methods course. (See information concerning the economic theory examination in the section on written preliminary examinations, page 11.)
2. Two units of quantitative and research methods, including one unit in econometrics and one unit in mathematical programming. A list of approved courses is included as Appendix C.
3. Eleven units of electives from this or other departments including any credit from the Master's degree (maximum of

**See footnote on page 3 for definition of a unit.

eight units) not used to meet the Ph.D. requirements specified above.

4. Eight units of thesis research in agricultural economics.

A minimum of six units of course work (including Ag Ec 491, but excluding Ag Ec 499) must be taken after passing the examination for the Master's degree. A student will only be accepted for admission to the Ph.D. degree program contingent upon completion of an acceptable Master's degree at this or another university. A sample program for the Ph.D. degree is given in Appendix B.

A mathematics refresher workshop is offered by the Department of Agricultural Economics during the first six weeks of each fall semester. This course is intended to help students with graduate classes in agricultural economics and economics. All new graduate students in the Department are strongly encouraged to take this class during their first fall semester in residence.

No foreign languages are required by the Department for the Ph.D. degree although a knowledge of one or more foreign languages is sometimes important to the educational objectives of the student, particularly to facilitate research involving study in a foreign country or using literature in a language other than English.

Transfer Credit. Approved graduate courses completed elsewhere, or graduate credit for a Master's degree may be used (up to eight units), to fulfill part of the Ph.D. course requirements. The same procedure for obtaining approval of transfer course credit as outlined for the M.S. degree program shall be followed. (See page 4.)

Thesis. A thesis is required in which the student demonstrates the capacity for independent research on a topic within a major field

of study. Its topic must be reported to the Graduate College at the time of the preliminary (oral) examination. If there is a subsequent substantial change in the thesis topic, this must be reported to the Graduate College on a form available in the Graduate College office.

The Graduate College has the final responsibility for determining that requirements with regard to the format of the thesis have been met. A leaflet detailing Graduate College requirements is available in the Graduate College thesis office. The remainder of the format check is the responsibility of the Department and is assigned to the director of the thesis research (normally the student's major adviser). The departmental format check is carried out in accordance with Graduate College regulations. Other requirements regarding the thesis such as deposit deadlines are shown in other publications available from the Graduate College office.

The student's selection of a thesis topic and its acceptance by the student's thesis topic defense committee are among the most important steps in meeting the requirements for the Ph.D. degree. The same committee that examines the thesis proposal also serves as the final examination committee, unless changes in committee composition are necessitated by problems of availability. Details regarding selection of the final examination committee are given on pages 15 and 16.

At the time a student has tentatively selected a thesis topic and is prepared to defend the topic and method of research, the student notifies the major adviser who arranges a seminar to examine the thesis proposal in depth prior to extensive analysis and thesis writing. The

student's committee determines whether the thesis topic and research plan are acceptable, and this finding is made a matter of record by means of a letter from the major adviser to the Department Head, with a copy to the student. If the committee finds the topic acceptable, the final evaluation of the thesis, with reference to the degree requirement, will be based on the adequacy with which the topic is treated and not on the appropriateness of the topic selected. The thesis topic defense seminar must be arranged to be held no later than the time the student has completed the equivalent of three units of registration for thesis credit. Once registration for three units of thesis credit has been used, the student's major adviser shall refuse to sign a course program request from the student containing additional thesis credit until the seminar has been held.

The thesis topic defense seminar is conducted for the thesis topic defense committee. The seminar is open to the Agricultural Economics Department faculty and graduate students, and others. The Department Head shall be notified by letter by the major adviser of the recommended members for the thesis topic defense committee and a date and time of the seminar scheduled so as to permit participation of the Department Head. The time, place, and topic of the seminar will also be sent to the Editor of the Department *Newsletter* at least two weeks in advance of the date of the seminar so that persons wishing to attend may be informed.

Examinations. Ph.D. students majoring in agricultural economics must satisfactorily complete the following examinations, in addition to

those required in course work: written preliminary, oral preliminary, and final (oral).

Written Preliminary Examinations. Written preliminary examinations must be passed in three areas:

1. Economic theory.
2. Agricultural Economics--one examination in each of two subject matter areas of the student's choice from among the eight areas of study listed on page 2.

Written preliminary examinations in economic theory are administered by the Department of Economics. An examination in either macroeconomics or microeconomics, as chosen by the student, must be passed at the major level before the other two written preliminary examinations may be taken. It may not be taken before successful completion of the final examination for the M.S. degree. The major examination in macroeconomic theory is based on materials covered in Economics 403 and 405, that for microeconomic theory is based on Economics 402 and 404. Examination questions are solicited from all Economics faculty members who taught these courses in the most recent two years. Although the economic theory preliminary examinations are graded by the faculty in the Department of Economics, final evaluation of satisfactory performance is made by the faculty in the Department of Agricultural Economics.

The written preliminary examinations in the eight subject matter areas in agricultural economics (see page 2) are offered within a two-week time period, two times a year, approximately three weeks following the end of each semester. The Department Head announces the time of each examination and deadline for indicating intention to take a

particular examination. The purpose of these examinations is to evaluate the student's comprehension of the knowledge encompassed in these subject matter areas and ability to apply this knowledge to economic problems. Those choosing the field in quantitative and research methodology have the option of satisfying that requirement by passing the examination administered by the Agricultural Economics faculty, or by passing the econometrics preliminary examination given by the Economics faculty.

All students writing an examination in a given subject matter area in a given examination period will be administered the same examination by the same committee. A student must write both agricultural economics examinations in the same examination period (for example, winter) unless an examination is being repeated. If the preliminary examination in quantitative and research methodology is taken in the Economics Department it must be taken in the same or an adjacent time period.

The faculty assigned to each subject matter area in agricultural economics is responsible for developing, administering and evaluating the preliminary examinations written in that area. Not later than July 1 of each year, the chairperson of each subject matter group will provide to the Department Head a written list of the names of three or more faculty members in that group who will function as the examining committee for both examinations offered in that area during the coming academic year. A majority must be members of the Graduate Faculty. The list will also designate an examination chairperson for each of the two examining periods. The same examination committee will function throughout a given academic year with rotation of membership from year

to year as deemed appropriate by the faculty of each group. The examination committees will be listed in *Faculty Facts* (Department publication).

If a member of an examination committee is unable to perform the duties described here, the Department Head will designate an alternate member. All members of the committee will read all of the examination papers and the committee decision, based on a majority vote, will be reported within two weeks, but not prior to completion of the writing of the last agricultural economics specialty examination within that examination period. The chairperson reports the results of each examination in writing to the Department Head as "pass" or "fail" with a copy to the student and major adviser. Additional qualitative remarks are appropriate, if desired, providing they represent the consensus of the examining committee. A copy of the examination and the student's answers are made a part of the student's file in 304 Mumford Hall.

Rules regarding retaking failed written preliminary examinations are given on pages 25 through 27.

Oral Preliminary. The purpose of the oral preliminary examination is to evaluate the student's ability to do the following: 1) orally indicate comprehension of the knowledge encompassed in the student's required and elected courses, 2) apply such knowledge to economic problems, 3) amend weaknesses revealed in the written preliminary examinations, and 4) initially characterize a dissertation research endeavor. The examination must be taken within 30 days after being notified of passing the last of the three required written preliminary

examinations. Prior to the oral examination, the student must have completed all requirements except the thesis (see "Courses and Units" on pages 7 and 8) including:

1. The minimum of sixteen units of graduate course credit.
2. Removal of all excused and deferred grades (other than Ph.D. thesis units).
3. All other requirements of the major and minor departments.

Within this 30-day period, the Department Head, in consultation with the major adviser, will recommend to the Dean of the Graduate College the oral preliminary examination committee and its chairperson. The student's major adviser shall be a member of the committee but may not serve as chairperson. In addition, this committee of four or more faculty members will include the chair or a designee of the chair of each of the two committees which examined the student in the written preliminary examinations in agricultural economics. A faculty member selected from outside the Department representing a related area of competency will also serve on this oral preliminary examination committee. Usually the member from outside the Department is from the Department of Economics, but other related fields are acceptable. If the student designates a minor field, the examination committee should include faculty from the designated minor department. All members of this committee must be members of the Graduate Faculty. Emeritus members of the UIUC Graduate Faculty are eligible to serve. The chairperson is responsible for scheduling the examination and notifying the membership of the time and place.

The decision made at the oral preliminary examination must be unanimous and the results must be reported through 304 Mumford Hall to

the Graduate College as "pass", "decision deferred", or "fail". If agreement cannot be reached, it is the responsibility of the chairperson of the committee to consult with the Dean of the Graduate College. If a student who fails is allowed by the original oral preliminary examination committee to take the examination a second time, the committee shall be appointed anew in the same way as indicated above.

The topic the student intends to propose for a doctoral dissertation will be announced at the oral preliminary examination.

The student need not be registered at the time of the oral preliminary examination; however, a Ph.D. candidate must register each full term after successfully completing the oral examination until the 24-unit credit requirement has been completed. Candidates in absentia are not required to register provided the above requirement has been fulfilled, but in such a case, must apply for readmission and be registered during the term in which the final examination is taken.

Final Ph.D. Examination. The final (oral) examination, following completion of the thesis, is conducted in accordance with procedures outlined by the Graduate College. The purpose of this examination is to evaluate the student's performance in the thesis research and ability to use the knowledge gained in graduate study in a professional manner in the field of agricultural economics. The merits of publishing the research of the thesis will also be discussed in this examination.

The final examination committee is composed of at least four, customarily five, faculty members. All members, including the director

of the thesis research, must be chosen from among members of the Graduate Faculty. The committee, usually the same as the thesis defense committee (see pages 8-10) and representing staff competencies relevant to the thesis research, is appointed by the Dean of the Graduate College upon recommendation of the Department Head. The major adviser should contact the Department Head approximately one month in advance of the final examination requesting the appointment of the committee and suggesting its membership.

One of the members of the committee is from outside the Department and represents a related area of competency, normally economics. Faculty members from other universities with special expertise in the area of research covered by the thesis may also serve on this committee. A letter of recommendation describing the person's particular qualifications to serve on the committee as well as a commitment of resources to defray the necessary expenses, should accompany a recommendation from the Department of an off-campus member of a committee. Emeritus members of the UIUC Graduate Faculty are eligible to serve. The major adviser serves as chairperson of this committee.

The chairperson is responsible for scheduling the final examination and notifying the membership of the time and place. The student must submit the thesis to the examination committee at least one week prior to the scheduled final examination date. Providing all committee members agree, shorter reading periods are permitted.

The decision made at the final examination must be unanimous, and the results must be reported through 304 Mumford Hall to the Graduate College as "pass", "decision deferred", or "fail". Each committee

member must also indicate that the thesis has been read and found to be "satisfactory", "satisfactory, pending revision", or "unsatisfactory". If the committee does not agree on a recommendation, the chairperson of the committee must confer with the Dean of the Graduate College.

Following passage of the final examination, one copy of the approved thesis must be deposited in 304 Mumford Hall one week before the thesis is due in the Graduate College office. The Graduate College deadline for being included on the degree list for a given semester is available in 304 Mumford Hall.

If more than one year elapses between a student's passing his or her final examination and depositing the dissertation with the Graduate College, the dissertation must be accompanied by a statement from the executive officer of the student's major Department to the Dean of the Graduate College. The statement should recommend acceptance on the basis that the thesis is essentially the one previously defended and the late award of the degree is appropriate.

Grade Point Requirement. To qualify for a Ph.D. degree, the Department requires a grade point average of at least 4.00 (where A=5.00) for graduate work completed on this campus.

Time Limit. Candidates for the Ph.D. degree who do all their graduate work at this University must complete all requirements within seven calendar years after first graduate registration. A candidate with a Master's degree received elsewhere or a graduate of this University whose study is interrupted between the M.S. and Ph.D. program must complete all requirements within six years of the first registration for the Ph.D. degree. A candidate for the Ph.D. is

required to take a second preliminary examination if more than five years elapse between the preliminary and final examinations.

IV. Academic Advising

The most important advisory function is to assist students in planning their individual graduate programs, while permitting sufficient flexibility to make changes if new interests or courses develop. Planning is necessary to ensure that desired courses are preceded by prerequisites and that logical course sequences are maintained. This counseling is emphasized by the need for the doctoral student to properly sequence those courses, some of which are not offered each year, which adequately prepare the student for the written preliminary examinations. The ultimate goal is to plan programs that fit the individual student's objectives and talents and that meet the criteria for excellence in graduate education. Helpful advice and counsel depends on an exchange of information about an advisee's entering academic background and subsequent progress.

The committees described in this section serve in an advisory capacity. The final responsibility lies with the graduate student and major adviser for building an individual program within the framework of the particular degree requirements.

Initial Program Planning Committee. A temporary committee, usually composed of two faculty members and one post-preliminary examination doctoral student, is appointed for each new student by the Department Head in consultation with the chairperson of the Department Graduate Admissions and Recruitment Committee. The function of this committee is to assist the student, prior to initial registration, in

selecting the program and course sequence that best meets individual objectives and requirements. The official responsibilities of the committee are fulfilled before advance enrollment for the second semester, although the student may continue to seek the advice of members of the committee.

Major Adviser. All graduate students have an official major adviser, who serves as the representative of the Graduate College and the Department in helping the student fulfill individual program objectives and meet minimum degree requirements. Prior to advance enrollment for the following semester during the first semester of study, each new student, in consultation with departmental administration, must select a major adviser. The new doctoral student should select a major adviser from one of the two specialty areas in which the student expects to write the agricultural economics preliminary examinations.

Such initial selections, and any subsequent changes, are recorded on an appropriate form to be filed with the departmental administration, the adviser, and the student. The adviser (who must be a member of the Graduate Faculty to advise Ph.D. candidates) is designated by the Department Head after consideration of the student's preferences, interests, and experiences. If interests and program objectives evolve differently than anticipated, the student may change to a different major adviser at any time during the program, in consultation with the Department Head and the faculty members involved.

Advisory Committee. The advisory committee, composed of the major adviser and at least two additional faculty members, guides the student

throughout the graduate career. The members of this committee are selected by the student as soon as practicable, after consultation with the major adviser and the Department Head. For doctoral students, the committee must include faculty members from both of the agricultural economics specialty areas in which the student plans to write preliminary examinations. Changes in the committee membership may be initiated by the student, the major adviser, or the Department Head.

For the Master's candidate, the advisory committee administers the final examination. For the Ph.D. candidate, the advisory committee may develop into the majority of the official, final (oral) examination committee appointed by the Dean of the Graduate College.

Students are encouraged to seek counsel and information as needed from any member of the faculty.

V. Enrollment and Grading Options

Standard Grading Procedure. The University of Illinois grading system is as follows: A = excellent; B = good; C = fair; D = poor; E = failure; with corresponding numerical values of A = 5.0; B = 4.0; C = 3.0; D = 2.0; E = 1.0. In calculating the grade point average of a graduate student, only courses taken for unit credit and with grades of A through E are included in the computation. (See the publication *Code on Campus Affairs and Regulations Applying to All Students* for further detail on the grading system.)

Each of the student's instructors in agricultural economics will be encouraged to report the student's grade and rank in class for the course to the Department Head on a form obtained from 304 Mumford Hall. The report includes a statement concerning the performance, progress,

and potential of the student. The information from these reports will be entered on a master record for each student which is open to that student. The Department Head may seek similar information from instructors in other departments. After the Department receives the grades for its graduate students, the departmental secretary will enter on this master record any credit/no credit grades appearing on the student's grade report.

Credit/No Credit Option. The credit/no credit option has been extended to graduate students by the Graduate College, with the limitation that two units of graded course work (not including thesis and noncredit seminar) must be completed for every one unit on the credit/no credit option. Further departmental policy provides that a graduate student with a major in agricultural economics is permitted to take any course within the above ratio on a credit/no credit option except: 1) for the Master's degree candidate, the specified two required units of economics and the specified one required unit of quantitative and research methods, and 2) for the doctoral candidate, the specified three required units of economics and the specified two units of quantitative and research methods.

Election of the credit/no credit option requires approval of the major adviser and completion of the "Credit/No Credit Option" form no later than the last day for dropping a course without academic penalty. Once elected, the credit/no credit option may be removed by completion of a second "Credit/No Credit Option" form no later than the same deadline (about the end of the eleventh week of instruction during a

regular semester). There is no difference between credit/no credit courses and graded courses concerning course load and units of credit.

Auditing Courses. A student may audit any course by filing a "Visitor's Permit" form with the Office of Admissions and Records and paying the appropriate fee, if required, following approval of the instructor involved and of the Graduate College. Such official audit courses earn no credit but are entered on the transcript. Courses to be attended on an audit basis are not to be entered on the "Program Request Form". A person who audits a course is not allowed a proficiency or special examination for credit therein at any time.

Extramural and Correspondence Courses. Extramural graduate course credit up to two units may be applied toward a Master's degree only. Such courses should be approved in advance by the major adviser as part of a program planned to meet the requirements of the M.S. degree. Correspondence courses may not be used to fulfill any course unit requirement for a graduate degree, but may be used in removing deficiencies.

C. I. C. Traveling Scholar Program. The Committee for Institutional Cooperation Traveling Scholar Program for Graduate Students offers the opportunity for degree candidates at the University of Illinois to take selected courses at ten other midwestern universities, to benefit from special offerings or facilities at these other institutions (Big Ten schools and the University of Chicago). Participation requires prior approval from the major adviser, the Department Head, and the Graduate College and an endorsement from the host institution. The student registers at the University of Illinois for

the work being taken at the cooperating university. Additional information is available from the Graduate College.

Enrollment Requirements. Students who are enrolled at the University of Illinois Urbana-Champaign campus during the spring or fall semesters may advance enroll for the following semester. Specific instructions may be obtained from the student's major adviser or in 304 Mumford Hall. For registration or advance enrollment, each student must complete the "Program Request Form" and have it signed by the major adviser. For advance enrollment, the completed form must be deposited in 304 Mumford Hall.

All graduate students majoring in Agricultural Economics must register in Section A of Agricultural Economics 491 each semester they are in residence in this Department. Normal and maximum credit loads appropriate for graduate appointments are specified in Appendix D.

VI. Problem Solving

Removing Admission Deficiencies. Students who are not adequately prepared for advanced study in agricultural economics are sometimes admitted to the graduate degree program because of excellence in their scholastic record in their baccalaureate degree program and a strong motivation to enter the program. Deficiencies may exist in agricultural economics, economics, mathematics, or statistical methods. Such students are admitted on a "limited status" basis and cannot graduate on such status. Regular status is gained once the deficiencies specified by the Graduate Admissions and Recruitment Committee have been removed by taking the appropriate courses for credit. Such

courses serve as prerequisites for the course requirements of the degree.

Course Changes. The *Graduate College Calendar* specifies the latest dates for adding and dropping courses. A calendar is printed each spring for the next academic year and copies may be obtained from the Graduate College, 107 Coble Hall. The dates are also available in 304 Mumford Hall. Since the Graduate College does not accept changes after these dates, except for justifiable reasons, any change made after the deadline date must be clearly justified by the student's major adviser in a memo accompanying the "Change of Program Form". In addition, a record of all courses dropped after the deadline plus the reasons for the action must be given to the Department Head and placed in the student's file, so this will be available for future reference by authorized personnel.

Marginal Performance on Economic Theory Preliminary Examination.

If a student receives a "marginal" grade on the written economic theory preliminary examination, the Head of the Department of Agricultural Economics, in consultation with the Graduate Programs Committee, will determine whether the grade will be considered as "pass" or "fail". This determination will be based on an assessment of the student's comprehension of economic theory. Assigned faculty members will evaluate some or all of the following factors in conducting this assessment:

1. the student's performance on the written preliminary examination in economic theory.
2. courses completed by the student and grades earned in these courses.

3. letters of recommendation from the student's instructors.
4. the research record of the student.
5. the student's performance on an oral examination in economic theory administered by the faculty members conducting the assessment.
6. the student's understanding of economic theory as expressed in written statements by the student.

Retaking Written Preliminary Examinations. A student who fails a written preliminary examination in agricultural economics can write the examination in that specialty area again in a regularly scheduled examination period, if recommended by the initial examining committee. A student will not be allowed to take a written preliminary examination in a given specialty area a third time. A student who fails a written preliminary examination in economic theory may write that examination again in a regularly scheduled examination period. All written preliminary examinations must be passed before the student takes the oral preliminary examination.

A student who has failed a specialty subject area written preliminary examination for the first time, may, subsequent to discussion with the student's advisory committee, petition the Graduate Programs Committee to switch to a substitute subject area in which to write an examination. If the petition is approved, the substituted examination will be written in a regularly scheduled examination period and must be passed on the first attempt. In other words, failure of a substituted specialty area examination is treated the same as failure twice in the same subject area. The intent of the substitution provision is to allow students to substitute a subject area for which they already have

some preparation, not to encourage them to begin preparation in a new subject area.

In addition to the above substitution provision, a student who takes the econometrics examination in the Economics Department and fails may choose to retake that examination or switch to the corresponding examination in the Agricultural Economics Department. The same choice between retaking and switching holds for a student who takes the quantitative and research methodology examination in Agricultural Economics and fails. However, a student may take a total of only two written preliminary examinations in quantitative and research methodology.

Since the faculty of the Department of Agricultural Economics takes final responsibility for determining the status of students studying in its graduate program, those students who fail the written preliminary examination in economic theory a second time will not be dropped automatically from the Doctor of Philosophy degree program. These students will be allowed to ascertain their status in the program by carrying out the following procedure:

1. The student may submit a petition to the Head of the Department of Agricultural Economics requesting that he/she be allowed a passing grade on the written preliminary examination in economic theory and be permitted to continue to study in the Ph.D. program. The petition must have a favorable recommendation from the student's major advisor.
2. The Department Head will make a decision on the petition in consultation with the Graduate Programs Committee and the student's major advisor. The set of possible decisions is restricted to "fail" or "conditional pass". An "unconditional pass" is excluded from consideration.
3. A decision to fail the student is also a decision to drop the student from the Doctor of Philosophy degree program.

4. A student given a "conditional pass" will be required to meet certain conditions prior to being allowed to continue studies for the Doctor of Philosophy degree. The list of conditions might include but would not be limited to:
 - a. passing an oral examination in economic theory.
 - b. passing a written examination in economic theory administered by faculty in the Department of Agricultural Economics.
 - c. completing one or more additional economic theory courses with a stipulated minimum grade requirement.
 - d. retaking an economic theory course and earning a grade of "A".
 - e. writing a set of essays on questions developed and graded by faculty of the Department of Agricultural Economics.
5. A student who does not successfully complete the conditions imposed under the "conditional pass" will be dropped from the Doctor of Philosophy degree program.
6. If the student is given a "conditional pass" and the student is receiving financial aid from the Department, the Department may reduce or eliminate such assistance until the student successfully completes the conditions imposed under the "conditional pass".

Petitioning. Any deviation from policy or procedure stated herein or from other applicable regulations must be approved by the Department Head, and if a Graduate College policy, by the Dean of the Graduate College on an official petition form. These forms are available in 304 Mumford Hall or at the Graduate College.

Grievance Procedure. Any graduate student believing that unfair treatment was received in any matter involving the Department graduate program may bring such a grievance to the Department Faculty and Student Grievance Committee. Procedures to be followed are outlined in the *Faculty Bylaws* of the Department of Agricultural Economics, available in 305 Mumford Hall.

VII. Graduate Appointments and Other Financial Support

Applications for graduate appointment may be filed with the application for admission or at any time during the degree program. Appointments for assistantships, fellowships, and tuition and fee waivers are initiated by the Department after evaluation of all applicants for these financial aids. An applicant who does not receive financial support may reapply at a later time by completing the form, *Application for Graduate Appointment*, and submitting it, along with new letters of reference, if appropriate, to 304 Mumford Hall. Competition for financial support makes it particularly important to submit the application as early as possible. The more common types of financial assistance available are described here. Normal and maximum course credit loads in relation to graduate appointments are indicated in Appendix D.

Although not required, applicants for admission and/or financial aid are encouraged to submit their Graduate Record Examination score(s). If submitted, these scores will be used along with the required information in evaluating the application. Information on stipends for fellowships and assistantships may be obtained in 304 Mumford Hall.

Fellowships. University and special memorial fellowships generally provide, in addition to the monetary stipend, exemptions from tuition and at least some of the fees assessed at the time of registration. Under current tax code, the fellowship stipend is taxable and taxes will be withheld from the monthly stipend. Tuition waivers attached to fellowships are tax-exempt. Fellowship holders may, with

approval, accept an additional part-time teaching or research assistantship, but must at all times carry three units or equivalent of course work. Holders of University and special memorial fellowships normally participate actively in the Department research program.

Assistantships. The most common appointment is the graduate research assistantship although limited opportunities are available for teaching assistantships. An appointment of one-fourth through two-thirds time carries a tuition and service fee exemption. Normally, applications for assistantships exceed the number that can be awarded. Research assistants are selected on the basis of qualification for contribution to research projects in the Department. Appointments of more than one-half time are offered when experience warrants greater professional responsibility. Assistantships of less than one-half time may also be offered. Under current tax code, the assistantship stipend, as well as the value of the accompanying tuition waiver, is taxable; taxes will be withheld from the monthly stipend.

Students on assistantships are expected to contribute to research or teaching in the Department, through the assigned project supervisor, to the extent of the time specified in their appointment. Supervision is usually given by the leader of the research project to which the student is assigned, or by the professor in charge of the course in the case of a teaching assistant. The assistantship supervisor and academic adviser need not be the same.

Graduate assistants are initially assigned to projects on the basis of greatest need for research support and balance among subject matter areas. This initial assignment is for the M.S. candidate's

first semester and the Ph.D. candidate's first year. These assignments are made by the Department Head in consultation with other Departmental Administration and group leaders. Supporting funds may come from Hatch project or from outside grant or contract funds. To the extent possible, attempts will be made to match student interest with research and teaching needs. Beyond this first assignment, the academic adviser and assistantship supervisor will typically be the same faculty member, selected by the graduate student based on mutual research interests (see Section IV, Academic Advising). Further teaching opportunities often exist for assistants later in their programs of study.

Recommendations for the continuation of assistantship appointments are solicited each year from project supervisors and academic advisers. The contribution made to the research project or the teaching assignment is a major factor in determining this continuation. In demonstration of this contribution, publishable research reports by Ph.D. candidates on a one-half time research appointment by the end of the first year of assignment are strongly encouraged. Assistantship supervisors are responsible for assisting the student in the development of the report, and it may be co-authored. Staff members are responsible for providing equitable assignments for all graduate assistants.

Assistantship research may be applied toward the student's thesis, depending somewhat on the student's ability to identify and formulate research interests early in the program. It is desirable for Master's candidates to begin formulating a thesis topic no later than their

second semester, and Ph.D. candidates no later than the first year after completing their M.S. program.

Assistantship funds are necessarily limited and compete with other uses for research funds. In order to provide assistance to as many students as possible, regardless of the source of funds, the following time limitations generally apply to assistantships and tuition and fee waivers:

1. Graduate assistantship appointment of any amount will be limited for Master's degree candidates to no more than three semesters plus contiguous summer periods. Reappointment during this period is contingent on meeting the minimum standards for continuation in the Graduate College and on satisfactory performance of the responsibilities assigned. The three semesters of appointment need not be consecutive. Master's degree candidates anticipating continuation toward doctoral study are still subject to these limitations until the thesis has been deposited at the Graduate College.
2. Graduate assistantship appointments of any amount for doctoral candidates who have completed their Master's degree here or an acceptable Master's degree elsewhere will be limited to no more than two calendar years prior to passing all preliminary examinations and a maximum of three calendar years for completion of all Ph.D. requirements. Reappointments within these time periods are contingent on meeting the minimum standards for continuation in the Graduate College and on satisfactory performance of the assistantship responsibilities. The two-or-three-year limitations do not require that the appointment be held during consecutive semesters.
3. As a rule, the remaining time limit of assistantship support for students accepting assistantships who have previously held fellowships or were on non-support status shall not exceed the time limit remaining if the student had held an assistantship over the entire period of degree work.
4. Extensions, at the same or a reduced stipend level, beyond these limits may be made, but should not be anticipated without written approval by the Department Head.
5. On occasion, grant or contract funds become available to the Department for a project assistant for a specified period of time, sometimes less than those just noted above. The time period involved will be clearly specified in writing to the student. This type of assistantship may be awarded by the Department Head

on the recommendation of the chairperson of Graduate Admissions and Recruitment Committee and the faculty member supervising the project.

Tuition and Fee Waivers. These awards carry exemption from tuition and service fees, require registration for at least three units, and permit part-time employment. The value of these waivers is tax-exempt. The number of tuition and fee waivers available is limited, and they are awarded to students with strong academic credentials.

Part-Time Workshops. Depending on the need for research assistance in the Department and the abilities and needs of students, hourly work may be offered over a period of several months. The student on hourly appointment does not automatically receive a waiver of tuition and fees. The experience and monetary benefits may be similar to that received on an assistantship and this employment alternative offers considerable flexibility. Arrangements should be worked out with individual faculty members.

USDA Appointments. USDA graduate trainee appointments range from full study programs (on a leave basis for selected career professionals) to part-time, work-study arranged to suit the mutual interests of students and the USDA.

Student Loans. Several different loan funds are available, often at less than current market interest rates, from the Student Loan Office. Some carry partial cancellation for subsequent teaching.

VIII. Secretarial and Other Auxiliary Services

Some auxiliary service such as typing and machine copying of materials is normally for graduate students on assistantships or USDA

appointments, or for those with assignments in the Department specifically connected with teaching and research responsibilities. All arrangements should be made through the faculty member supervising the student's work. Typing of the final copy of the thesis is the responsibility of the student.

Office space and equipment are provided, within the limitations of departmental resources. Due to current office space limitations, the Department is not able to provide desk space for all graduate students. The Department Head has delegated the assignment of desk spaces for all graduate students (except USDA appointees who are handled on a staff-allocation basis) to the officers of the Agricultural Economics Graduate Student Organization who follow these priorities: 1) doctoral students on assistantships, 2) master's students on assistantships, 3) doctoral students on fellowships, 4) master's students on fellowships, 5) doctoral students not on appointment, 6) master's students not on appointment. Graduate students may also apply for assignment of a study carrel in the University Library, which is located less than one city block from Mumford Hall.

Computer service is available to graduate students on three bases: 1) work in connection with a research project to which a student is assigned is normally covered by the project budget and should be cleared first with the faculty member supervising the project and second with the Department Business Office in 303 Mumford Hall; 2) work in connection with a course may be covered by prior arrangement on the part of the instructor and can be cleared with the Department Business Office; and 3) work in connection with thesis research, not on

a Department project, must be arranged by clearing first with the thesis adviser and second with the Department Business Office.

IX. Publication of Student Research

Students are encouraged to carry their work (particularly thesis research) to the publication stage in the Department or College, and in professional media. Such publication offers the possibility of communication to the public as well as the profession, provides useful experience, and demonstrates professional performance. Considerable responsibility rests with the thesis (or other work) adviser in implementing this process, which has the potential to add greatly to the student's professional experience.

Publication in peer reviewed professional journals at the regional and national level is particularly desirable. Faculty supervisors of research and other work can advise graduate degree candidates on how to prepare manuscripts so as to increase the probability of eventual acceptance for publication. Research work may also be reported in a variety of Department and College publications, including Cooperative Extension Service newsletters and circulars.

Applications for support to cover a period of two to four months beginning immediately after the thesis is deposited with the Graduate College, for purposes of preparing materials for publication, may be made to the Department Head.

Appendix A

Sample Program for M.S. Degree*

		<u>Units</u>
<u>Semester 1</u>		
Econ 400 or	General Economic Theory	
402	Microeconomic Theory, I	1
Ag Ec 362	Applications of Regression Models	1/2
Specialty area course**		1
Mathematics Refresher Workshop		<u>0</u>
		2 1/2
<u>Semester 2</u>		
Ag Ec 363	Optimization Methods	1/2
Econ 401 or	General Economic Theory	
403	Macroeconomic Theory, I	1
Specialty area course**		1
Elective***		<u>1</u>
		3 1/2
<u>Summer Session</u>		
Ag Ec 499	Thesis Research	1
<u>Semester 3</u>		
Ag Ec 499	Thesis Research	2
Specialty area course** or		
Elective***		<u>1</u>
		3

*Enroll in Ag Ec 491A for zero credit upon each registration.

**Specialty area courses are selected from offerings in your chosen research area. A partial listing is given on the next page.

***Electives can be additional specialty area courses, other agricultural economics or economics electives, quantitative methods courses, or other courses chosen in consultation with the advisory committee.

Suggested Specialty Area Courses for M.S. Degree*

Agricultural Finance

Ag Ec 302	Agricultural Finance
Ag Ec 304	Intermediate Agricultural Finance
Ag Ec 402	Agricultural Finance
Ag Ec 403	Macro Agricultural Finance
Ag Ec 340	Commodity Futures Markets and Trading
B Adm 451	Financial Management
Fin 420	Macrofinance: Policies, Institutions, and Markets

Agricultural and Food Policy

Ag Ec 305	Agricultural Policies and Programs
Ag Ec 355	International Agricultural Trade
Ag Ec 405	Economic Policies and Programs Affecting Agriculture

Farm Management and Production Economics

Ag Ec 324	Decision Making for Farm Operators
Ag Ec 325	Economics of Agricultural Production
Ag Ec 302	Agricultural Finance
Ag Ec 304	Intermediate Agricultural Finance

International Agricultural Economics

Ag Ec 301	Economics of Agricultural Development
Ag Ec 355	International Agricultural Trade
Ag Ec 401	International Comparative Agriculture
Econ 328	International Economics
Area studies--Asia, Africa, Latin America, Russia	

Marketing and Agricultural Prices

Ag Ec 331	Grain Marketing
Ag Ec 332	Livestock and Meat Marketing
Ag Ec 335	Food Marketing
Ag Ec 340	Commodity Futures Markets and Trading
Ag Ec 342	Agricultural Prices
Ag Ec 436	Problems in Marketing Agricultural Products
Ag Ec 437	Public Issues in Food Marketing
Ag Ec 442	Agricultural Price Analysis

Natural Resource Economics

Ag Ec 317	Introduction to Natural Resource Economics
Ag Ec 318	Land Economics
Ag Ec 319	Regional Environmental Management Simulation
Ag Ec 463	Natural Resource Economics

Rural Community Development

Econ 360	Regional Economics
Geog 366	Location of Industry and Other Economic Activities
R Soc 477	Seminar on Community Organization

*These lists are not exhaustive. Consult with your Initial Program Planning Committee or your Advisory Committee for other possible course selections.

Appendix B

Sample Program for Ph.D. Degree*

		<u>Units</u>
<u>Semester 1</u>		
Econ 402	Microeconomic Theory, I	1
Econ 476 or	Econometrics I	
471	Econometric Analysis	1
Specialty area course**		1
Mathematics Refresher Workshop		<u>0</u>
		3
<u>Semester 2</u>		
Econ 403	Macroeconomic Theory, I	1
Approved math programming course (See Appendix C)		1
Specialty area course**		<u>1</u>
		3
<u>Semester 3***</u>		
Econ 404 or	Microeconomic Theory, II	
405	Macroeconomic Theory, II	1
Specialty area course**		1
Specialty area course**		<u>1</u>
		3
<u>Semester 4</u>		
Specialty area course**		1
Elective		1
Elective		<u>1</u>
		3
<u>Semester 5</u>		
Ag Ec 406	Research Methodology	1/2
Ag Ec 499	Thesis Research	<u>2</u> 1/2
		3
<u>Semester 6</u>		
Ag Ec 499	Thesis Research	3

*Enroll in Ag Ec 491A for zero credit upon each registration.

**Courses suggested for specialty areas are given on the next page.
Quantitative methods area overlaps some of courses listed above.

***Students normally enroll for up to one unit of elective course work or thesis research in each of the summer sessions (after Semesters 2 and 4). The economics preliminary examination normally would be taken early in Semester 3 or Semester 4. The two specialty area preliminary examinations normally would be taken in the spring after Semester 4.

Suggested Specialty Area Courses for Ph.D. Degree*

Agricultural Finance

Ag Ec 402	Agricultural Finance
Ag Ec 403	Macro Agricultural Finance
Fin 452	Long-Term Financial Decision Making
Fin 456	Investment

Agricultural and Food Policy

Ag Ec 305	Agricultural Policies and Programs
Ag Ec 355	International Agricultural Trade
Ag Ec 405	Economic Policies and Programs Affecting Agriculture
Ag Ec 437	Public Issues in Food Marketing
Ag Ec 463	Natural Resource Economics

Farm Management and Production Economics

Ag Ec 425	Microeconomics of Agricultural Production
Ag Ec 426	Macroeconomics of Agricultural Production

International Agricultural Economics

Ag Ec 355	International Agricultural Trade
Ag Ec 401	International Comparative Agriculture
Econ 405	Macroeconomic Theory, II
Selected area studies - Asia, Africa, Latin America, Russia	

Marketing and Agricultural Prices

Ag Ec 436	Problems in Marketing Agricultural Products
Ag Ec 437	Public Issues in Food Marketing
Ag Ec 442	Agricultural Price Analysis

Natural Resource Economics

Ag Ec 318	Land Economics
Ag Ec 463	Natural Resource Economics
Ag Ec 464	Environmental Economics: Theory and Applications
Econ 414	Public Goods Theory
Econ 491	Workshop in Environmental and Natural Resource Economics

Quantitative and Research Methods

See Appendix C

Rural Community Development

Econ 314	Public Sector Economics
Econ 414	Public Goods Theory
Econ 460	Urban Economics
Econ 461	Urban and Regional Economic Development
R Soc 487	Community Research for Community Action

*These lists are not exhaustive. Consult with your Initial Program Planning Committee or your Advisory Committee for other possible course selections.

Appendix C

Courses for Quantitative Methods Requirement

Quantitative and research methods are defined to include courses which deal specifically with techniques that can be used to analyze problems studied in agricultural economics. Courses in statistics, econometrics, and operations research are generally appropriate. Courses dealing with mathematics with no direct application to agricultural economics will not satisfy the requirement. The leader of the Quantitative and Research Methodology group, with the collaboration of other group members, is responsible for preparation of this list.

M.S. DegreeApproved Courses:

Ag Ec 361, 362, 363, 406, 461

Econ 372, 470, 471, 476

B Adm 430-433, 435, 469, 472-476, 478, 479

Math 361, 363, 364, 366, 369, 383, 384

Stat 310, 311, 320, 351, 356

This list is not inclusive. Many courses in other fields of study may serve in partial satisfaction of this requirement. A student wishing to use a course not listed here to partially satisfy this requirement should petition the Quantitative and Research Methodology Group for approval. The burden of submission is on the student and it is recommended that, if feasible, the petition be made before the course is taken by submitting either the course syllabus or the course outline.

Courses Not Approved:

These courses may not be used to satisfy the quantitative methods requirement. This list is not exhaustive.

B Adm 470

Math 315

Econ 466

Ph.D. Degree

Two units are required, one each in econometrics and mathematical programming.

Econometrics - Approved Courses:

Ag Ec 461

Econ 471, 476

This is an all inclusive list. There are other courses such as Econ 473, 477, and 478 that are recommended but do not fulfill the econometrics requirement.

Mathematical Programming - Approved Courses:

Ag Ec 491 -- "Advanced Topics in Mathematical Programming"

Ag Ec 491 -- "Applied Dynamic Programming"

I E 401

Courses Not Approved:

Any of these courses may be taken in support of, but will not fulfill, the quantitative methods requirement for the Ph.D. This list is not exhaustive.

Ag Ec 361, 362, 363, 406

B Adm 470

Econ 466, 470

Math 315, 383, 384

I E 385, 386

Appendix D

Normal and Maximum Credit Loads

Normal Credit Loads. Graduate students with various percentages of University appointments are considered to be making normal progress toward a degree when within the following credit load ranges. Students are not encouraged to carry loads above or below these limits, although exceptions may be granted when good reasons are presented.

<u>University Appointment</u> (Percent)	<u>Normal Semester Load</u> (Units)
0-25	3 - 4
26-40	2 1/2 - 3 1/2
41-60	2 - 3
61-74	1 1/2 - 2 1/2
75-90	1 - 2
91-100	1/2 - 1 1/2

Maximum Credit Loads. The Graduate College limits the maximum amount of credit for which a University appointee may enroll in accordance with the following table:

<u>University Appointment</u> (Percent)	<u>Maximum Credit Load</u>	
	<u>Semester</u> (Units)	<u>Summer Session</u> (Units)
0-10	5	2 1/2
11-25	4 1/2	2 1/2
26-40	4	2
41-60	3 1/2	2
61-74	3	1 1/2
75-90	2 1/2	1 1/2
91-100	2	1

These maxima represent the heaviest permissible credit loads for exceptional students. They cannot be exceeded except under unusual circumstances, and then only with the adviser's approval on a petition to the Graduate College, preferably submitted prior to registration. Petitions for overloads exceeding 1/2 unit will not be granted except to tax-exempt research assistants when the overload is created by thesis credit or to certain paid interns when the overload is created by academic work performed under the internship. These guidelines will also be used in determining a student's credit load if the student is employed outside the University.

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